



# Boston Women's Fund

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## GUIDELINES FOR 2019 GRANTMAKING

The Boston Women's Fund is a progressive foundation that supports community-based organizations and grassroots initiatives run by women and girls in order to create a society based on racial, economic and social justice. We strive for a world free of racism, poverty, sexism and other oppressions.

BWF raises money from an economically diverse base of donors to award grants and to develop programs that strengthen communities and help women and girls to develop the skills and confidence to organize, educate and lead their communities.

### BWF 2019 SPRING GRANT CYCLE

The Boston Women's Fund will award a total of \$50,000 to about 5 to 7 grassroots organizations in the Boston area as part of its 2019 Grant Cycle. Individual awards are expected to range between \$8K and \$12K and the grant period is from July 1, 2019 to June 30, 2020. The deadline to apply is 5pm on Friday, March 15, 2019.

A general information session webinar will be held on Wednesday, February 27, 2019. To RSVP visit our website: [www.bostonwomensfund.org](http://www.bostonwomensfund.org).

### FUNDING PRIORITIES

The Boston Women's Fund believes that a feminism that is *intersectional* is vital to achieving social, racial, political and economic equity. To this end, BWF is committed to three overarching goals:

- (1) Promoting intersectional grant-making to democratize philanthropy and strengthen organizations led by women and girls;
- (2) Creating spaces to harness and amplify the power and voices of women and girls to achieve social, racial, political and economic equity; and
- (3) Developing and supporting intersectional leadership that delivers transformative change, especially among the constituency being most directly affected.

BWF prioritizes funding to women at the grassroots with the least access to resources. Our grantmaking program supports start-up and on-going grassroots efforts. Our grantees work with women of color, low-income women, immigrants and refugees, LGBTQIA+ community, women with disabilities, elder women, and girls who are often excluded from full participation in our society. These projects typically help to redefine and reframe social issues, cause shifts

in individual and/or community behavior, build a critical mass to engage more people in women’s social issues, change institutional policies and practices, or maintain earlier progress in the face of opposition.

### ELIGIBILITY CRITERIA CHECKLIST

*Is your organization eligible for funding under BWF’s Grant Program?* The questions below are meant to provide you organization with guidance on whether or not BWF Funding is right for your organization. If you answer “No” to any questions between 1 through 5, your application will not be considered for funding.

<p>1. Is your organization or projects directed and run by- and for- women, girls and women-identified individuals?          a. If no, are you a mixed-gender organization that is requesting funding for projects directed and run by women, girls and women-identified individuals?          b. Is the board of the organization 60% women?</p>	<p><input type="checkbox"/> <b>Yes.</b> <input type="checkbox"/> <b>No</b>   <input type="checkbox"/> <b>Yes.</b> <input type="checkbox"/> <b>No</b>   <input type="checkbox"/> <b>Yes.</b> <input type="checkbox"/> <b>No</b></p>
<p>2. Is the organizational leadership (board and staff) and decision-making of the organization or project reflective of the (race, age, class, and sexual orientation) groups most affected by the proposed project?</p>	<p><input type="checkbox"/> <b>Yes.</b> <input type="checkbox"/> <b>No</b></p>
<p>3. Does your organization have a 501(c)(3), federal tax-exempt status?          a. If no, do you have a fiscal agent with that status?</p>	<p><input type="checkbox"/> <b>Yes.</b> <input type="checkbox"/> <b>No</b>  <input type="checkbox"/> <b>Yes.</b> <input type="checkbox"/> <b>No</b></p>
<p>4. Does your organization have a budget <u>equal to or less than</u> <b>\$500,000</b>?</p>	<p><input type="checkbox"/> <b>Yes.</b> <input type="checkbox"/> <b>No</b></p>
<p>5. Is the budget of your proposed program <u>equal to or less than</u> <b>\$250,000</b>?</p>	<p><input type="checkbox"/> <b>Yes.</b> <input type="checkbox"/> <b>No</b></p>

Additional Notes:

1. The Boston Women’s Fund does **NOT** support groups with substantial, on-going support or links to the following institutions: (a) Colleges or Universities, (b) Government, (c) the United Way, or (d) a religious institution.
2. BWF’s grantmaking program does **NOT** fund one-time events such as conferences, research, films, or fine arts that are not in some way connected to an ongoing organizing effort, nor do we fund capital campaigns. **Individuals are not eligible for BWF funding.**



5. **What project are you proposing and what are the outcomes you are expecting?** The following table organizes your proposed project, corresponding activities, along with major milestones and expected outcomes. For additional guidance on filling out the table, *please see Table 1.*

Proposed Project	Proposed Activities	Proposed Milestones and When	Expected Outcomes	Proposed Measures of Success

**Table 1. SAMPLE**

Proposed Project	Proposed Activities	Proposed Milestones and When	Expected Outcomes	Proposed Measures of Success
ex: Healthy Food for Girls	Identifying healthy food	Visit a farmers Market - Q1	Improve healthy grocery shopping	75% of students will commit to shopping from Farmers market
	Create a healthy cookbook	Take cooking lessons - Q2	Increase healthy cooking	100% will create cookbook and commit to eat 2 meals from cook book

**Glossary of Terms**

**Proposed Project:** State the goal and objective of the project including the primary constituent and community you intend to advocate, organize or serve.

**Proposed Activities:** Identify the major activities you will follow to achieve your objectives and goals during the grant period.

**Proposed Milestones and When.** What are the major achievements towards meeting your proposed activities? Please note that a Fiscal Year at the Boston Women’s Fund operates from July 1<sup>st</sup> through June 30<sup>th</sup>. Quarters are divided as follows: **Q1** (July, August and September), **Q2** (October, November and December), **Q3** (January, February and March), and **Q4** (April, May and June).

**Expected Outcomes:** What is the overall intended result from your project? How does the proposed project help to advance social, racial, political and economic equity?

**Measures of Success:** How will you track progress and measure success? What methods and tools will you use to collect information to measure achievement of the activity outcomes and milestones? What challenges might emerge in the implementation of the proposed project?

## Section C: Organizational Capacity

### Financial

1. **Organization Budget.** Submit your organizational budget for the period covering July 1st, 2019 through June 30, 2020.
2. **Project Budget and Narrative.** Submit a project budget of how you will spend the grant awards you are requesting from BWF (See a *Project Budget template* and narrative).

### Staff Personnel

3. **Key Staff.** Please submit a short bio of key staff responsible for implementing project. (Limit 100 words per individual bio)
4. **Diversity and Inclusion.** Describe how your organizational leadership and staff are reflective of the community most impacted by the project. (Limit to 250 words)

## Appendix A: Application Supplemental Materials Checklist

Before sending your proposal, please review the supplemental materials checklist. These are materials you **MUST** submit as part of the application process. Please note that incomplete applications will not be considered for grant funding.

**Completed grant applications are due on Friday, March 15<sup>th</sup>, 2019.**

***All applications submitted electronically must be sent as a single pdf file to [info@bostonwomensfund.org](mailto:info@bostonwomensfund.org).*** If you are planning to mail your application to our office, it must be physically at our office by 5pm on March 15th.

- IRS Notification Letter of 501(c)(3) status. If your organization is under a sponsoring organization, please **enclose their IRS notification letter with this proposal.**
- Organization's Budget
- Program Budget Form (Excel Spreadsheet)
- Optional Materials:
  - Are there any relevant brochures or reports you have written or published that you would like to share with us?
  - Is there anything else you would like for us to know? (Limit to 250 words)

**On Wednesday, February 27<sup>th</sup>, 2019 at 4pm, the Boston Women's Fund will host a General Information Webinar to answer any questions you may have about the upcoming grant cycle.**

Visit [www.bostonwomensfund.org](http://www.bostonwomensfund.org) to register for the information session.

If you have additional questions or concerns, please contact us at 617-725-0035 or at [info@bostonwomensfund.org](mailto:info@bostonwomensfund.org).

**Good Luck!**